

Thur : Chief, General Services Office
: Chief, Records Services Division
Chief, Machine Records Branch

27 November 1953

Discussion on Proposed Leave Systems

On 20 November 1953, at 3 P.M., a meeting was held in the office of the Deputy Comptroller, [redacted] and was attended by Messrs. [redacted] of Finance Division and Messrs. [redacted] of Machine Records Branch. The purpose of this meeting was to discuss a proposed machine system of leave recording.

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This proposed machine system is being presented by O & M. The present manual system has been surveyed and studied by Messrs. [redacted] of O & M and they are of the opinion that the machine system would be an improvement over the manual system. Its advantages would be reduction in clerks for Payroll, who spend their time auditing and posting leave, relieve them of the constant inquiries about leave and many by-products concerning leave reports and statistics that are not available under the manual system.

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[redacted] of Payroll Section are not thoroughly convinced that they will be able to save any audit time in their section and it will mean quite a few more duties for T/A clerks in the operating offices. A problem that they are concerned with at the present time is lateness in receiving T/A's from the operating offices, and if more duties are added to the T/A clerks they feel it will effect payroll operations. Many problems were raised by the Payroll Section and the mechanical methods by which they could be handled. In most instances the problems could be handled mechanically, but there were one or two that have to be given further thought and a mechanical means devised for handling them.

After much discussion [redacted] said that he felt that the proposed machine system must have some merit as it has been adopted by other agencies and found to be effective. He felt that it should be given a trial, by setting up an experimental system for one or two offices and compared against the manual system for the same offices operating simultaneously.

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Machine Records has worked with [redacted] of O & M in devising a machine procedure for processing and recording leave if a machine system is adopted.

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Before the meeting adjourned [] brought to the attention of [] the fact that a decentralized manual leave system has been considered and developed to the extent that operating procedures have been prepared and the I/A reports revised so as to adopt such a system. He suggested that before the machine system be decided upon that this system be given a trial. [] agreed with [] suggestion and said that this decentralized manual system would be given a trial and that the representatives from O & M and the Payroll Section would determine which system would be given a trial first. [] called the meeting to a close and advised the representative of O & M and the Payroll Sections to plan the initiating of these systems on a trial basis as soon as possible.

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